



Departmental Quarterly Performance Report

The Task Force on Urban Economic Revitalization

**Reporting Period:
FY 2003-2004
1st QUARTER**

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MAJOR PERFORMANCE INITIATIVES

<p><u>Policy Advisement and Research:</u></p> <ol style="list-style-type: none">1. Staff submitted Mom & Pop program advisory per BCC request.2. Staff completed first draft of new Business Plan form which outlines activity and budget priorities for the fiscal year.3. Staff conducted survey of programs within county which provide educational services to youth entrepreneurs. (ED-1 of the business plan.)4. Completed preliminary plan for the business roundtables series. (ED-2 of the business plan)	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input checked="" type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input checked="" type="checkbox"/> <i>Other: UERTF</i> <i>Plan</i> _____ (Describe)</p>
<p><u>FISCAL PROGRAMS:</u></p> <ol style="list-style-type: none">1. Staff continued negotiations related to two Sec. 108 RLF commitment letters. (Urban America, LEASA,)2. Staff distributed over \$130,000 in Mom & Pop funds during the quarter.	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input checked="" type="checkbox"/> <i>Other: UERTF</i> <i>Plan</i> _____ (Describe)</p>
<p><u>BOARD MANAGEMENT:</u></p> <p>Three general Task Force meetings and two committee meetings were held during the reporting quarter. (Sec. 108)</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input checked="" type="checkbox"/> <i>Other: County</i> <i>Ordinance</i> _____ (Describe)</p>
	<p><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	6	\$392,000	6	0						

Notes:

B. Key Vacancies

None

C. Turnover Issues

None

D. Skill/Hiring Issues

There is a need to build the staff's research and publication capacity. This could be accomplished through the hiring of a Policy Analyst at the AO III level.

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

One (1) Temporary Employee as receptionist

F. Other Issues

NONE

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Carryover	2,583,000	1,268,000	1,268,000	2,583,000	1,268,000	2,583,000	(1,315,000)	204%
General Funds		830,000	207,500	0	830,000	0	830,000	0%
Interest & Loan Repayment		120,000	30,000	28,000	120,000	28,000	28,000	24%
Total	2,583,000	2,218,000	1,505,500	2,611,000	2,218,000	2,611,000	(457,000)	118%
Expense*								
Personnel	387,438	392,000	98,000	106,915	392,000	106,915	285,085	28%
Other Operating	191,989	1,824,000	456,000	434,281	1,824,000	434,281	1,389,719	24%
Capital	0	2,000	500	202	2,000	202	1,798	11%
Total	579,427	2,218,000	554,500	541,398	2,218,000	541,398	1,676,602	25%

Equity in pooled cash

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
650/651	2,583	2,583	2,583	2,583	2,583
650/655		28	35	42	49
Total	2,583	2,611	2,618	2,625	2,632

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will not exceed expenses.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date _____